

Project Friendship is a non-profit mentoring organization based in Northfield. We seek to enrich the lives of youth (2nd – 7th grade) in our community by pairing them with mentors from St. Olaf College and Carleton College. We hope that all participants will experience an increase in self-confidence, self-worth, and healthy behaviors.

DUTIES AND RESPONSIBILITIES

The Nonprofit Management Intern will have the unique opportunity of learning the organization backwards and forwards. You will work one-on-one with the Executive Director and will receive great experience in the nonprofit sector.

- Communicate effectively and professionally with staff, volunteers, vendors and media
- Gather and analyze data from organization volunteer tracking software and database
- Design images and content for monthly email blasts
- Create compelling social media posts and promotions
- Schedule new mentor interviews and create a regular mentor meet up program
- Actively be involved with planning the large group activities
- Assist ED in grant writing and grant evaluations
- Involvement in marketing strategy and campaign development
- Special projects and event planning

QUALIFICATIONS

- Junior or Senior with strong academic record
- Strong research and analytical abilities, ability to extend knowledge and skills to the topic at hand and to conceptualize and frame relevant questions
- Evidence of effectiveness working independently, demonstrated self-starter
- Learns quickly
- Ability to interact well with all kinds of people
- Proficient in Microsoft Word and Excel
- Familiar with Google Drive and Dropbox
- Familiar with Adobe Suite preferred
- Strong written and verbal communication

COMPENSATION

This is an unpaid internship and is eligible for academic credit.

WORKING CONDITIONS

Nonprofit Management Intern must be flexible with their work environment. Project Friendship does not have a permanent office space and many work meetings will take place at the Intern's college, various locations in town, etc. With trainings and other special events, the intern must be willing to work some evenings and weekends and be motivated to meet deadlines. Internship starts mid-September and runs through May. Approximately 5-7 hours per week.

Please send a PDF of your cover letter and resume to sarah@projectfriendshipmentoring.org. Applications will be accepted until filled.